Payment Information

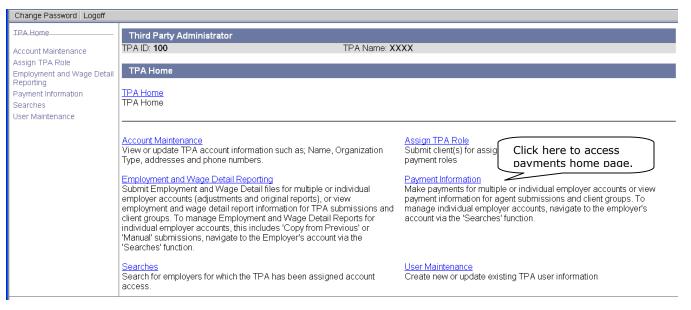| Introduction	The TPA will be able to make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups from the 'Payment Information' page accessed from the TPA home page. In order to manage the employer account individually and perform other payment related functions on behalf of the employer, you must navigate to the employer's account via the 'Searches' function. Please refer to the 'Searches/Employer Account Home' section of this user guide for instructions to access the employer account home page. In addition, refer to the 'Employer Self Service User Guide' for information on employer payment functions. **IMPORTANT: Your TPA account must have the required roles (security access) in order to perform Payment Update and Submit functions, for each assigned employer account. You must contact the employer you are servicing to get these roles assigned to you; if you are not pre-authorized to self assign these roles.**

NAVIGATING TO PAYMENTS

Introduction	This section of the document will show how you can navigate to the payment home page.

Step-by-Step Instructions:

1. Login to your TPA account. The TPA home page will appear as shown below. Click on the link 'Payment Information'.

2. The payments home page will appear as shown below. Click on the payment function you wish to access.

Change Password | Logoff

TPA Home

Account Maintenance

Assign TPA Role

Employment and Wage Detail
Reporting

Payment Information
 ‣ Download Payment Due
  File
 ‣ Cancel Payments
 ‣ Review Employer Accounts
 ‣ Search Payments
 ‣ Payment Options

Searches

User Maintenance

Third Party Administrator

TPA ID: **100**   TPA Name: **XXXX**

Payment Information

Download Payment Due File
Download a Payment Due File of employers assigned to you with debt..

Review Employer Accounts
Search for employer accounts assigned to you by employer name or account number. You may also identify all accounts with an outstanding balance.

Payment Options
Review, modify, and make a payment.

Cancel Payments
List of all unprocessed electronic payments and provides the option for cancelling a payment.

Search Payments
Displays processed and cancelled payments by confirmation number, payment method or date range.